

Annual Leave Computation Chart 1 - Five days, 37.5 hours per workweek

Years of Service	Days Per Year	Hours Per Month
1 – 10	15	9.375
11	16.25	10.156
12	17.50	10.937
13	18.75	11.718
14	20.00	12.50
15	21.25	13.281
16	22.50	14.062
17	23.75	14.843
18	25.00	15.625
19	26.25	16.406
20	27.50	17.187
21	28.75	17.968
22 & over	30	18.750

Annual Leave Computation Chart 2 – Five days, 40 hours per workweek

Years of Service	Days Per Year	Hours Per Month
1 – 10	15	10
11	16.25	10.833
12	17.50	11.666
13	18.75	12.500
14	20.00	13.333
15	21.25	14.166
16	22.50	15
17	23.75	15.833
18	25.00	16.666
19	26.25	17.50
20	27.50	18.333
21	28.75	19.166
22 & up	30	20.00

Note: Full time employees earn one and one quarter (1 1/4) days of annual leave per month based on the average number of hours in the employee's workday. In addition, employees with more than ten years of service shall earn an additional one and one quarter (1 1/4) days per year for each year of continuous State service in excess of ten years. The number of annual leave hours that may be earned in any one calendar year shall not exceed 30 days. Leave earnings are prorated for part time employees. All service as a certified employee in a permanent position of a school district of this State must be used to calculate the leave accrual date.